



Rob Oquist - Commissioner Dist. 1
Tim Knabenshue - Commissioner Dist. 2
Jim Baldwin - Commissioner Dist. 3
Amy White-Tanabe - County Administrator
Nathan Shultz - County Attorney

Otero County Board of Commissioners

AGENDA

March 13, 2023

1. Call to Order
2. Pledge of Allegiance
3. Public Comment (limit of 3 minutes)
4. Presentations
 - a. Cathy Garcia, Regional Director – Congresswoman Lauren Boebert
5. Consent Agenda. *The Chair will remove any Consent Agenda item upon request by any Commissioner or assigned staff. Items removed upon request will be considered separately by the Board immediately following the action on the remaining Consent Agenda, be continued to another meeting date, or handled in a manner otherwise determined at the discretion of the Board.*
 - a. Approval of Minutes
 - b. Approval of Bills and Payroll
6. Old Business
7. New Business
 - a. Resolution 2023-06 Adopting Security System Policy
8. Departmental Reports
9. Commissioners Report
10. Discussion
11. Announcements

February 27th, 2023

The Board of County Commissioners now meets pursuant to adjournment.

Present:	Rob Oquist	Chairman
	Jim Baldwin	Commissioner
	Tim Knabenshue	Commissioner
	Amy White-Tanabe	Administrator
	Lynda Scott	Clerk

Guests in attendance in person: Adrian Hart, Bette McFarren, and Danny Chavez.

Chr. Oquist called the regular meeting to order.

A new tradition was started. Chr. Oquist asked everyone to stand and recite the Pledge of Allegiance.

Chr. Oquist called for approval of the consent agenda. The agenda includes approval of the minutes from February 13th, 2023, and bills and payroll for February 1st to February 15th, 2023. Co. Baldwin motioned to approve the consent agenda. Co. Knabenshue seconded. Motion carried.

Danny Chavez, Otero Emergency Manager, presented a mutual aid agreement between Otero County Emergency Response team and Pueblo County Emergency response team. Mr. Chavez is asking for permission to sign the agreement. Co. Knabenshue motioned to approve signing the agreement. Co. Baldwin seconded. Motion carried. Mr. Chavez then made the comment on how important these agreements are as there was a fire in Rocky Ford, CO, that could have gotten out of control but because of the agreement he was able to get help fast.

Admin. White-Tanabe presented Resolution 2023-05, Approving the Otero County Sheriff to use the Otero County Seal on their badges and letterhead. Co. Baldwin motioned to approve the resolution. Co. Knabenshue seconded. Motion carried.

Admin. White-Tanabe presented a letter for signature to the Southeast Colorado Opioid Response Settlement Region (SECOR), appointing Chr. Oquist to the board. Sheriff Mobley is also on the board; we are allowed 2 representatives and only 1 vote. Co. Knabenshue motioned to approve the letter for signature. Co. Baldwin seconded. Motion carried.

Admin. White-Tanabe presented a letter of support for the Town of Cheraw. The letter is to the Great Outdoors Colorado Community Impact Program. The Town of Cheraw would like to develop a community complex with a park. The Town of Cheraw has also asked that the County Commissioners contribute assistance with road base, fill, and the use of a grader when this goes forward. The County Commissioner's agreed to the plan. Co. Baldwin motioned to approve the letter of support for signature. Co. Knabenshue seconded. Motion carried.

Admin. White-Tanabe presented the sales tax report for November 2022. The cumulative percentage of change is 17.59, from 2021. Monthly percentage of change is -1.68. Total sales tax is 2,338,987.94. Overall doing well.

Clerk Scott reported that she and Holly Huerta-Hudak will be going to talk to 4th graders about voting. How the ballots are put together, with envelopes and secrecy sleeves. How to tally and the like.

Co. Knabenshue reported on the meetings he attended during the last 2 weeks. On the 17th of February, he attended 2 meetings, the first one was with the Senior Center on how to get more people to join and participate in the center, and the second one was with Veteran Service Officer Rick Ward about the possibility of getting a drop box for flags that need to be retired. Both he and Co. Oquist attended the La Junta Chamber of Commerce BLT (Business Lunch Talk) zoom meeting. He also sat in on meetings for the Hwy's 50 & 71 light project which should start in March or in April. Construction on the North La Junta bridge should start on February 27th, 2023.

Chr. Oquist and Co. Knabenshue sat in on the CCI meetings Thursday and Friday. Co. Oquist finds the meetings interesting as you find out how people feel about the State and how it is being run.

With no further business the Board adjourned the meeting

Next meeting will be Monday, March 13th, 2023, at 1:30pm.

Clerk

Chairman

OTERO COUNTY PAYMENTS
FEBRUARY 16 THROUGH FEBRUARY 28, 2023

Check #	Vendor	Description	Department	Amount
126281	DIGICARE HEARING SOLUTIONS INC	AAA GENERAL FUND	AAA	1,498.00
126282	ACM DIESEL, LLC	PARTS/SERVICE	R&B	1,056.09
126283	ALAN BAKER	SOFTWARE/TRAINING	LAND USE	225.00
126284	AMERICAN ELECTRIC COMPANY	COURTHOUSE BUILDING	G&B	2,752.50
126285	ARLENE COOKE	HRSA	HEALTH	129.40
126286	BARCO MUNICIPAL PRODUCTS, INC	SIGNS	R&B	2,380.11
126287	BLACK HILLS ENERGY	UTILITIES	HEALTH/R&B	719.71
126288	BOB BARKER COMPANY, INC	OPERATING SUPPLIES	JAIL	189.76
126289	BRIGITTE BROWN	TRAVEL	ADULT SERVICES	530.00
126290	CCNC, INC.	DUES & MEETINGS	SHERIFF	100.00
126291	CHINOOK TEST AND BALANCE, INC	COURTHOUSE BUILDING	G&B	9,875.00
126292	CITY OF LA JUNTA	PURCHASED SERVICES	E911	709.61
126293	CITY OF LA JUNTA - UTILITIES	UTILITIES	G&B/R&B/SHERIFF	6,574.72
126294	CITY OF ROCKY FORD	UTILITIES	LAND USE/HEALTH	274.69
126295	DAYLIGHT DONUTS	DUES & MEETINGS	R&B	24.94
126296	DEEP ROCK	OPERATING SUPPLIES	SHERIFF/JAIL	163.88
126297	EL PASO COUNTY CORONER	AUTOPSY	CORONER	1,500.00
126298	EXTRA PACKAGING LLC	SUPPLIES	CORONER	44.04
126299	FASTENAL COMPANY	PARTS/SERVICE	R&B	715.45
126300	GARBISO DENTAL CENTER	DENTAL	CSBG	1,500.00
126301	GOBIN'S INC	CTC GRANT	HEALTH	56.71
126302	GREAT AMERICA LEASING CORP.	CTC GRANT	HEALTH	84.16
126303	HERO 247	UNIFORMS	SHERIFF/JAIL/TRANSPORT	1,132.00
126304	JACOB DILLEN ROATH	SOFTWARE/TRAINING	LAND USE	225.00
126305	JAY ALEXANDER	TRAVEL	ADULT SERVICES	39.75
126306	JOHNETTE SUE FULLER	TRAVEL	ADULT SERVICES	226.00
126307	JR THOMPSON	P & Z BOARD FEES	LAND USE	60.90
126308	KIMBALL MIDWEST	PARTS/SERVICE	R&B	365.81
126309	LA JUNTA & OTERO HOUSING AUTHORITIES	HOUSING	CSBG	174.00
126310	LA JUNTA TRIBUNE-DEMOCRAT	SUBSCRIPTIONS	JAIL	69.00
126311	LEONARD TAFOYA	TRAVEL	ADULT SERVICES	544.00
126312	LYLE & SONS PLUMBING & HEATING, INC	HOUSING	CSBG	1,800.00
126313	MARDONA L MORELAND	TRAVEL	ADULT SERVICES	314.30
126314	MATTHEW MCINTYRE	P & Z BOARD FEES	LAND USE	65.42
126315	MOBILE RECORD SHREDDERS	DOCUMENT SHREDDING	VARIOUS	64.00
126316	MUTH WELDING SERVICE	PARTS/SERVICE	R&B	80.50
126317	NATALIE A. EDMUNDSON	CONTRACT SERVICES	LAND USE	1,437.50
126318	NORMAN JAY SMITH	P & Z BOARD FEES	LAND USE	77.10
126319	OFFICE DEPOT, INC	OFFICE SUPPLIES	SHERIFF/HEALTH	222.57
126320	OTERO COUNTY COMMISSIONERS	RENT	ADULT SERVICES	2,471.00
126321	OTERO COUNTY COMMISSIONERS	PETTY CASH/MISC	CH SECURITY	50.00
126322	PRYOR GUNS INC	TACTICAL EQUIPMENT	SHERIFF	315.99
126323	RESERVE ACCOUNT	POSTAGE, BOX RENT, ETC	CLERK/ADMIN	750.00
126324	ROCKY FORD DAILY GAZETTE	PUBLICATIONS/SUBSCRIPTIONS	ADMIN	80.00
126325	ROOTS CHIROPRACTIC & DRY NEEDLING PC	DRUG TESTING & DOT PHYSICALS	R&B	150.00
126326	SAFARILAND, LLC	OPERATING SUPPLIES	SHERIFF	573.25
126327	SECOM	TELEPHONE/SECOM CIRCUIT	VARIOUS	5,375.75
126328	NOT A CHECK			-
126329	SECOM (911)	SECOM CIRCUIT	E911	1,436.40
126330	TRIAD COMPUTER SERVICES, INC	PURCHASES UNDER \$5,000	INTERNAL SERVICES	1,319.95
126331	VALLEY PLUMBING & HEATING, INC	MAINT/REPAIRS-215 RATON	G&B	150.00
126332	VIAERO WIRELESS	TELEPHONE	VARIOUS	1,997.76
126333	VISA	DUES & MEETINGS/TRAVEL/OPERATING	VARIOUS	3,959.74
126334	WAGNER EQUIPMENT CO	PARTS/SERVICE	R&B	1,349.01
126335	WALMART / CAPITAL ONE	AAA GENERAL FUND	AAA	199.00
126336	WALMART / CAPITAL ONE	FOOD		74.74
126337	WYOIT, LLC	COURTHOUSE BUILDING	CAPITAL IMPROVEMENT	43,745.40

Check #	Vendor	Description	Department	Amount
2199	AMAZON CAPITAL SERVICES, INC	BUILDING MAINT/REPAIRS	G&B/R&B	388.38
2200	ARCSEARCH CORPORATION	ERTB GRANT	CLERK	4,897.00
2201	DAVE W HILL	P & Z BOARD FEES	LAND USE	69.90
2202	DEAN W CHASE	TRAVEL	ADULT SERVICES	466.87
2203	DIGITCOM ELECTRONICS, INC	SUPPLIES	CORONER	91.93
2204	FLOYD R WARD JR	TRAVEL	ADULT SERVICES	252.42
2205	GALLS, LLC	UNIFORMS	SHERIFF/TRANSPORT	416.70
2206	GAYLE LANGAN	TRAVEL	ADULT SERVICES	196.00
2207	HIGH PLAINS AUDIOLOGY LLC	AAA GENERAL FUND	AAA	2,400.00
2208	JACKI SHERIFF CLARK	TRAVEL	ADULT SERVICES	188.00
2209	LAW OFFICE OF RANDA DAVIS-TICE	LEGAL FEE CONTINGENCY	AAA	452.00
2210	LOCK MONKEY INC	COURTHOUSE REMODEL/SINGLE ENTRY	CAPITAL IMPROVEMENT	2,052.50
2211	QUILL CORPORATION	OPERATING	G&B/R&B/ADULT SERVICES	1,376.77
2212	ROBERT L KLINKERMAN	TRAVEL	ADULT SERVICES	78.35
2213	SAMANTHA BEEDY	TRAVEL	ADULT SERVICES	873.00
2214	SHELLY R BAUER	TRAVEL	ADULT SERVICES	26.00
2215	SOUTHEAST COLORADO POWER ASSN	UTILITIES	R&B	904.64
2216	TECHNOLOGY WEST	SECURITY CAMERAS PROJECT	CLERK	8,025.00
2217	THE HOME DEPOT PRO	BUILDING MAINT/REPAIRS	VARIOUS	1,521.65
2218	TYLA T HIATT	TRAVEL	ADULT SERVICES	93.00
2219	VALCRETE	BRIDGE MAINTENANCE	R&B	2,380.04
2220	WEAR PARTS & EQUIPMENT CO, INC.	PARTS/SERVICE	R&B	1,903.36
				<u>131,053.12</u>

Fund Summary

010 - GENERAL FUND	33,122.00
012 - CAPITAL IMPROVEMENT FUND	58,425.40
020 - ROAD & BRIDGE FUND	14,074.25
040 - AAA FUND	6,434.03
065 - INTERNAL SERVICES FUND	1,319.95
070 - GENERAL HUMAN SERVICES	8,649.52
080 - HEALTH FUND	6,297.59
090 - CLERK HIRE FUND	584.37
095 - E-911	2,146.01
	<u>131,053.12</u>

STATE OF COLORADO)
) ss.
County of Otero)

At a Regular Meeting of the Board of County Commissioners for Otero County, Colorado, held at the Courthouse in La Junta, Colorado, on the 13th day of March A.D., 2023, there were present:

<input type="checkbox"/>	Rob Oquist,	Chairman
<input type="checkbox"/>	Tim Knabenshue,	Commissioner
<input type="checkbox"/>	Jim Baldwin,	Commissioner
<input type="checkbox"/>	Lynda Scott,	Clerk to the Board
<input type="checkbox"/>	Amy White-Tanabe	County Administrator

when the following proceedings, among others, were had and done, to-wit:

Resolution #2023-06

A RESOLUTION ADOPTING THE OTERO COUNTY SECURITY SYSTEM POLICY

WHEREAS, the Board of County Commissioners of the County of Otero, State of Colorado, pursuant to Colorado Revised Statutes §30-15-101, et seq., has the general enabling power to adopt ordinances, resolutions, rules and other regulations for the control of those matters of purely local concern; and

WHEREAS, the Board has specific authority, pursuant to C.R.S. §30-15-101 (1) (a), to adopt an ordinance or resolution for the maintenance and security of the County’s digital system; and

WHEREAS, it is the intent of the Board to document the County’s requirement that there be multi-factor authentication for e-mail; and

WHEREAS, it is the intent of the Board to document the County’s requirement that ther be multi-factor authentication for remote access; and

WHEREAS, it is the intent of the Board to document a policy to reduce and address severe cyber vulnerabilities; and

WHEREAS, the Board of County Commissioners of Otero County, Colorado, has determined it necessary for the preservation of the public health, safety and welfare of the citizens of Otero County, Colorado, to adopt and implement a county system security plan.

Adopted this 13th day of March, 2023.

ATTEST:

BOARD OF COUNTY COMMISSIONERS
OF OTERO COUNTY, STATE OF
COLORADO:

Clerk & Recorder

Rob Oquist, Chairman

Tim Knabenshue

Jim Baldwin



INFORMATION SECURITY POLICY

Adopted March 13, 2023

Introduction

Purpose

This policy defines the technical controls and security configurations users are required to implement to ensure the integrity and availability of the data environment at Otero County, hereinafter, referred to as the County. It serves as a central policy document with which all employees and contractors must be familiar and defines actions and prohibitions that all users must follow. The policy provides employees within the County with policies and guidelines concerning the acceptable use of County technology equipment, e-mail, Internet connections, voicemail, facsimile, future technology resources and information processing.

The policy requirements and restrictions defined in this document shall apply to network infrastructures, databases, external media, encryption, hardcopy reports, films, slides, models, wireless, telecommunication, conversations, and any other methods used to convey knowledge and ideas across all hardware, software, and data transmission mechanisms. This policy must be adhered to by all County employees and temporary workers at all locations and by contractors working with the County as subcontractors.

Scope

This policy document defines common security requirements for all County personnel and systems that create, maintain, store, access, process or transmit information. This policy also applies to information resources owned by others, such as contractors of the County, entities in the private sector, in cases where County has a legal, contractual, or fiduciary duty to protect said resources while in County custody. In the event of a conflict, the more restrictive measures apply. This policy covers the County network system which is comprised of various hardware, software, communication equipment and other devices designed to assist the County in the creation, receipt, storage, processing, and transmission of information. This definition includes equipment connected to any County domain or VLAN, either hardwired or wirelessly, and includes all stand-alone equipment that is deployed by the County at its office locations or at remote locales. Triad Computer Services, Inc. serves as the County's Security Administrator hereinafter, referred to as the Security Administrator.

Employee Responsibilities

Employee Requirements

The first line of defense in data security is the individual County user. County users are responsible for the security of all data which may come to them in whatever format.

Utilize key cards issued upon hire when entering County spaces - In order to help maintain building security, all employees should utilize the individual cards they were assigned upon hire.

Unattended Computers - Unattended computers should be locked by the user when leaving the work area. All computers will have the automatic screen lock function set. Employees are not allowed to take any action which would override this setting.

County provided resources, such as individual computer workstations or laptops, computer systems, networks, e-mail, and Internet software and services are intended for business purposes. However, incidental personal use is permissible as long as:

- 1) it does not consume more than a trivial amount of employee time or resources,
- 2) it does not interfere with staff productivity,
- 3) it does not preempt any business activity,
- 4) it does not violate any of the following:
 - a) Copyright violations - This includes the act of pirating software, music, books and/or videos or the use of pirated software, music, books and/or videos and the illegal duplication and/or distribution of information and other intellectual property that is under copyright.
 - b) Illegal activities - Use of County information resources for or in support of illegal purposes as defined by federal, state or local law is strictly prohibited.
 - c) Commercial use - Use of County information resources for personal or commercial profit is strictly prohibited.
 - d) Political Activities - All political activities are strictly prohibited on County premises. The County encourages all of its employees to vote and to participate in the election process, but these activities must not be performed using County assets or resources.
 - e) Harassment - The County strives to maintain a workplace free of harassment and that is sensitive to the diversity of its employees. Therefore, the County prohibits the use of computers, e-mail, voice mail, instant messaging, texting and the Internet in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is strictly prohibited. Other examples of misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassing, discriminatory, derogatory, defamatory, threatening or showing disrespect for others.
 - f) Junk E-mail - All communications using IT resources shall be purposeful and appropriate. Distributing "junk" mail, such as chain letters, advertisements, or unauthorized solicitations is prohibited. A chain letter is defined as a letter sent to several persons with a request that each send copies of the letter to an equal number of persons. Advertisements offer services from someone else to you. Solicitations are when someone asks you for something. If you receive any of the above, delete the e-mail message immediately. Do not forward the e-mail message to anyone.

Employees have no assumption of privacy when utilizing County owned equipment.

Identification and Authentication

User Logon IDs

Individual users shall have unique logon IDs and passwords. Security requirements for user identification include:

- Multi-factor authentication shall be required for e-mail as well as remote access.
- Each user shall be assigned a unique identifier.
- Users shall be responsible for the use and misuse of their individual logon ID.

During onboarding, the hiring supervisor is responsible for notifying the Security Administrator and other appropriate personnel as to the anticipated start date and appropriate access level using state prescribed forms.

All user login IDs are inactivated at separation. The Security Administrator or appropriate personnel is notified upon the departure of all employees and contractors, at which time login IDs are revoked.

Passwords

User Account Passwords

User IDs and passwords are required to gain access to all County networks and workstations. When passwords are reset, the user will be automatically prompted to manually change that assigned password.

Restrictions on Sharing Passwords - Passwords shall not be shared, written down on paper, or stored within a file or database on a workstation and must be kept confidential. In some instances, supervisors may grant access to a co-worker's computer/program password to complete work in their absence.

Access Control

Information resources are protected by the use of access control systems. Access control systems include both internal (i.e. passwords, encryption, access control lists, constrained user interfaces, etc.) and external (i.e. port protection devices, firewalls, host-based authentication, etc.).

Termination of User Logon Account

Upon termination of an employee, whether voluntary or involuntary, employees shall promptly notify the Security Administrator and other appropriate personnel and request that access be removed. If employee's termination is voluntary and employee provides notice, employee's supervisor shall promptly notify the Security Administrator of employee's last scheduled workday so that their user account(s) can be configured to expire. The employee's supervisor shall be responsible for insuring that all keys, ID badges, and other access devices as well as County

- Only County employees are given access to the entrance doors. Allowing unauthorized non-employees through the entrance during non-working hours is strictly prohibited.
- Access keys are revoked upon termination of employees that had access.
- Each card is coded to allow admission to specific areas/doors based on each individual's job function or need to know. Tracking of individuals entering specific areas is ongoing.
- Fire Protection: Use of local building codes will be observed. Manufacturer's recommendations on the fire protection of individual hardware will be followed.

ocw@oterogov.org

Mon 13 Mar 2023

9am - 10am Public Works / RO, TK, JB, LN, DG

10am - 11am Economic Development

11am - 12pm Department of Human Services / RO, TK, JB, DR

1:30pm - 2:30pm Department of Human Services

1:30pm - 3pm Otero County Board of Commissioners Public Hearing / TN, RO, JB

Tue 14 Mar 2023

1pm - 2pm Construction Conference

2pm - 5pm Work Session / RO, TK, JB

Wed 15 Mar 2023

10:30am - 11:30am Lower Ark Water Conservancy -- JB

12pm - 1pm SEBREA -- RO, DB

2pm - 3pm SAGE -- RO

Thu 16 Mar 2023

9am - 4pm CCI - Steering Committee Meetings

9:30am - 12pm SEWCD Board Meeting

6pm - 7pm EMS Annual Meeting

Fri 17 Mar 2023

9am - 4pm CCI - Steering Committee Meetings

Mon 20 Mar 2023

8:30am - 10:30am OPI/OCLI

11am - 12pm Emergency Management / RO, TK, JB, DC

12pm - 1pm Administration/ AT, RO, TK, JB

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1pm - 2pm Sheriff Mobley

Tue 21 Mar 2023

1pm - 2pm Construction Conference

2pm - 5pm Work Session / RO, TK, JB

Wed 22 Mar 2023

1pm - 2pm SECOG/SECED - DB/TK

Fri 24 Mar 2023

12pm - 1:30pm HRSA Quarterly Meeting

Mon 27 Mar 2023

9am - 10am Public Works / RO, TK, JB, LN, DG

10am - 11am Economic Development

11am - 12pm Department of Human Services

12pm - 1pm Administration / AT, RO, TK, JB

1:30pm - 2:30pm Department of Human Services

1:30pm - 2:30pm Land Use

1:30pm - 3pm Otero County Board of Commissioners Public Hearing / JH, RO, JB

3pm - 4pm SECOR